

# The Speedwell Rooms



Private Hire

Business Hire

Community Hire



## A Big Building with a Big Choice

- *Private Functions*
- *Large Birthday parties & celebrations*
- *Commercial Hire for Festivals and Fairs*
- *Business and Meeting rooms*
- *Organisation Service Delivery*
- *Large Wedding Reception parties*
- *Sports, training and exercise*
- *Shows and performances*
- *Craft and Creative activities*





# A Venue of Choice

The Speedwell Rooms are a popular venue for hire, and well used by groups and organisations beyond Staveley including Carlisle, Liverpool, Newcastle. It is easily accessible from the main road networks from most areas in the UK and a central location for Countrywide organisations to meet.

It is situated in Staveley on Inkersall Road in Staveley whilst deceptive from the roadside it hides a variety of rooms with an adjacent free car park for those attending your larger events and functions, parties and celebrations.

Popular for county and countrywide competitions, due to its size, it boasts one of the largest halls for many miles, with bouncy castles, rodeo rides, theatre shows, wedding receptions and fairs all visiting throughout the year.

The Main Hall and all rooms can be hired either individually, as a room only, with an entry and exit by a caretaker between 9.00am and 8.30pm any day of the week. They can also be hired as part of a package including add-on services and amenities at additional cost. Please see our Services and Amenities lists within this brochure for a all itemised add-on options.

Whilst we do not provide catering you may arrange your own for your events.

The Speedwell Centre building is currently owned by Staveley Town Council , Terms and Conditions apply to all bookings.

There is a 25% discount applied within the tariffs for residents within the Staveley Town Council area, along with a 30% discounted rate included for local groups and organisations operating in the area, proof of residency or group offers will be required at time of booking request to utilise these discounted rates. All rooms have free wifi use and car parking when available as standard. Blue badge parking is to the rear of the building.

Whatever the occasion the Speedwell Rooms has something for you.



# Speedwell Rooms - Options

## Main Hall: Room Only

### Measurements

29m x 14.5m

Capacity: up to 200 depending on use and layout

The Main Hall has a sprung dance floor, and a great space for indoor markets and fairs, sports and activities, large events and community activities, shows, performances and private or commercial functions

Add-on services and amenities available at additional cost include after event cleaning, furniture hire, crockery and cutlery hire, set up of room by our Facilities Team, removal of bagged waste, and additional entry visits should you wish to bring in third party suppliers of stalls etc. along with many other options. The Main Hall room hire has no furniture applied, this should be selected as an optional add-on along with staff set up if required.

The Hall can accommodate a bouncy castle depending on size and weight. All events are required to provide a current valid Public Liability Insurance document. There is an adjacent catering kitchen for professional commercial use only which can be hired at additional cost per booking.



# The Speedwell Rooms - Options

## Room 1: Room Only

Measurements

7.7m x 7.4m

Capacity: up to 40 people depending on room layout and use

Should furniture be required this can be selected through our add-on options, along with set up by our facilities team if required,

There is an adjacent standard kitchen with serving hatch which is available at extra cost per booking where available.

The room itself is carpeted, and has a bank of windows to the front and side of the building with blinds, an ideal room for crafts and and activities, business meetings or commercial use.

Room 1 can be hired as a room only booking or if you are considering hiring in conjunction with the kitchen there are also standard set packages available that include the use of the kitchen and other add-on services and amenities. Check to see if you could save with one of our package options.





# The Speedwell Rooms – Options

## Room 2: Room Only

### Measurements

5.5m x 4m approximately

Capacity: up to 12 people depending on room layout and use

Room 2 is suitable for smaller group meetings, interviews, business meet ups, and small activity groups.

There is an adjacent standard kitchen with serving hatch which is available at extra cost.

The room itself is carpeted, and has windows to the front with blinds, an ideal room where a space is required for one to one meetings or as an additional room to a larger main hall booking.

Room 2 can be hired as a room only booking or if you are considering hiring in conjunction with the additional rooms there are also standard set packages available that include multiple rooms, use of the kitchen and other add-on services and amenities. Check to see if you could save with one of our package options.



# The Speedwell Rooms - Options

## Lounge; Room Only

Measurements

8m x 5.5m

Capacity: up to 20 seated,

The Lounge is a mid-size meeting room, access is available from the main foyer area with concertina doors making it an option to open up to the Main Hall if you would like to book both rooms together.

The room itself has a vinyl flooring with windows to the front with blinds, if requiring a dark space for small shows or talks,

The lounge can be hired as a room only booking 5 round tables and chairs for 20 are provided as standard with additional or alternatives available at extra cost via our add-on facility.

If you are considering hiring in conjunction with the additional rooms there are also standard set packages available that include multiple rooms, use of the kitchen and other add-on services and amenities. Check to see if you could save with one of our package options.



# Kitchen Provision

Kitchens are available for booking in conjunction with a room booking, they are not available as a stand alone room,

## Standard Kitchen

Situated between and accessible from rooms 1 & 2 this contains items similar to those within a home kitchen, with provision for making drinks



and has an electric 4 ring cooker, within the kitchen there is a standard range of crockery and items for use. The kitchen has hatches opening to either room so that a serve over facility can be obtained.

We would ask that this room is returned to a clean state for hand back at the end of the booking, alternatively you can opt for our add-on of a cleaner to do this for you following your exit.

## Commercial Catering Kitchen

This is available for larger events and contains a stainless steel catering oven, sinks, hot plate etc and can be utilised within bookings by trained professional caterers. A current valid Public Liability Insurance certificate must be seen at the time of booking to cover the booking date.

This room should be returned at the end of the booking in a clean good state, with cleaning carried out within your booked time slot, alternatively you can select cleaning from our add-on options and have our cleaners do this for you after your exit time,



# The Speedwell Rooms

## Business/Commercial Package Hire

These packages are set and whilst they can be added to they cannot have elements removed at a reduced rate.

All reductions for Local Community Groups and Resident Rates have already been applied to the figures stated.

## Business Hire Room 1

### Off Peak 4 Hours

Available only for business and commercial use up to 4 hours or part thereof.

Includes:

- Availability is within the hours of 9am and 8.30pm Monday to Thursday only
- 4 hours hire of Room 1 (Room Only)
- Supply and set up of Furniture required to a maximum of 15 tables and 40 chairs
- Free Wi-fi and Free Parking to the main car park
- Caretaker entry and exit
- Clear and clean of room after use
- Staff to remove pre-sorted bagged waste from site

If booked separately = £184.00

Booked as this package = £152.63

# Business Hire Main Hall

## Off Peak 4 Hours

Available only for business and commercial use up to 4 hours or part thereof.

Includes:

- Availability is within the hours of 9am and 8.30pm Monday to Thursday only
- 4 hours hire of Room 1 (Room Only)
- Supply and set up of standard furniture being up to 15 tables and 200 chairs to a plan provided
- Caretaker entry and exit
- Facilities Team to clear and clean of room after use
- Facilities Team to remove sorted bagged waste from site
- Free wi-fi code provided and free car parking when available

If booked separately = £298.00

Booked as this package = £253.50

This package is aimed at morning or afternoon hire for business or commercial users during standard office hours on Monday to Thursday

# Business Hire Main Hall, Rooms 1 & 2 with use of Standard Kitchen

## Peak Hire 12 Hours

Available only for business and commercial use up to 12 hours or part thereof.

### Includes:

- Availability is within the hours of 9am and 8.30pm Friday to Sunday over one date
- 12 or part thereof, hours hire of Main Hall Hire (Room Only)
- Hire of Rooms 1 & 2 (Rooms only)
- Hire of Standard Kitchen
- Supply and set up of standard furniture as required to a provided plan being up to 15 tables and 200 chairs in the Main Hall, 8 tables and 40 chairs room 1 and 2 tables with 12 chairs room 2.
- Supply of Bluetooth Speaker
- Caretaker entry and exit
- Facilities Team to clear and clean of rooms after use
- Facilities Team to remove sorted bagged waste from site
- Free wi-fi code provided and free car parking when available
- Additional Consumables to Washrooms

If booked separately = £1,515.00

Booked as this package = £1,303.50

This package is aimed at one day Commercial hire at the Speedwell Rooms.



# Business Hire Main Hall, Rooms 1&2, with use of Standard Kitchen

## Peak Hire 24 Hours

Available only for business and commercial use up to 24 hours or part thereof.

Includes:

- Availability is within the hours of 9am and 8.30pm Friday to Sunday covering one weekend
- 12 or part thereof, hours hire of Main Hall Hire (Room Only)
- Hire of Rooms 1 & 2 (Rooms only)
- Hire of Standard Kitchen
- Supply and set up of standard furniture as required to a provided plan being up to 15 tables and 200 chairs in the Main Hall, 8 tables and 40 chairs room1 and 2 tables with 12 chairs room 2.
- Supply of Bluetooth Speaker
- Caretaker entry and exit
- Facilities Team to clear and clean of rooms after use
- Facilities Team to remove sorted bagged waste from site
- Free wi-fi code provided and free car parking when available
- Additional consumables to washrooms

If booked separately = £2,730

Booked as this package = £2,349.75

This package is for commercial weekend events, additional amenities or services can be added to this package.

# Dog Show

## Peak Hire 10 Hours

Available only for Dog shows and registered Dog Clubs, for use up to 10 hours or part thereof

### Includes:

- Availability is within the hours of 9am and 8.30pm Friday to Sunday over one date
- 10 or part thereof, hours hire of Main Hall Hire (Room Only)
- Hire of Rooms 1 & 2 (Rooms only)
- Hire of Standard Kitchen
- Supply and set up of standard furniture as required to a provided plan being up to 15 tables and 200 chairs in the Main Hall, 8 tables and 40 chairs room 1 and 2 tables with 12 chairs room 2.
- Caretaker entry and exit
- Facilities Team to clear and clean of rooms after use
- Facilities Team to remove sorted bagged waste from site
- Free wi-fi code provided and free car parking when available

If booked separately = £1361.50

Booked as this package = £1,188.00

This package is aimed at one day Dog Shows where specific cleaning is required to return the venue to general hire following the event,

# Dog Show

## Peak Hire 20 Hours

Available only for Dog shows and registered Dog Clubs, for use up to 20 hours or part thereof

### Includes:

- Availability is within the hours of 9am and 8.30pm Friday to Sunday covering one weekend
- 20 or part thereof, hours hire of Main Hall Hire (Room Only)
- Hire of Rooms 1 & 2 (Rooms only)
- Hire of Standard Kitchen
- Supply and set up of standard furniture as required to a provided plan being up to 15 tables and 200 chairs in the Main Hall, 8 tables and 40 chairs room 1 and 2 tables with 12 chairs room 2.
- Caretaker entry and exit
- Facilities Team to clear and clean of rooms after use
- Facilities Team to remove sorted bagged waste from site
- Free wi-fi code provided and free car parking when available

If booked separately = £2389.00

Booked as this package = £2059.50

This package is aimed at weekend 2-day Dog Shows where specific cleaning is required to return the venue to general hire following the event,

# The Speedwell Rooms

## Private Package Hire

These packages are set and whilst they can be added to they cannot have elements removed at a reduced rate.

This package is not suitable for Staveley area residents or local community groups, please see the applicable packages for all local groups and residents offers

## Private Hire Room 1

### Off Peak 4 Hours

Available only for private, non-commercial users for up to 4 hours or part thereof.

#### Includes:

- Availability is within the hours of 9am and 8.30pm Monday to Thursday only
- 4 hours hire of Room 1 (Room Only)
- Use of Standard Kitchen
- Supply and set up of Furniture required to a maximum of 8 tables and 40 chairs
- Supply Bluetooth Speaker
- Free Wi-fi and Free Parking to the main car park
- Caretaker entry and exit
- Clear and clean of room after use
- Staff to remove pre-sorted bagged waste from site

If booked separately = £347.50

Booked as this package = £148.88



# Resident Hire Room 1

## Off Peak 4 Hours

Available only for private, non-commercial users for up to 4 hours or part thereof.

Includes:

- Availability is within the hours of 9am and 8.30pm Monday to Thursday only
- 4 hours hire of Room 1 (Room Only)
- Use of Standard Kitchen
- Supply and set up of Furniture required to a maximum of 8 tables and 40 chairs
- Supply
- Free Wi-fi and Free Parking to the main car park
- Caretaker entry and exit
- Clear and clean of room after use
- Staff to remove pre-sorted bagged waste from site

If booked separately = £293.00

Booked as this package = £121,88

This package is aimed at residents who would like to get together as families, celebrations or activities where you are looking for a Monday to Thursday space and somewhere to make coffees and refreshments. This package can be added to via our add-on services options at the time of booking if there are additional requirements not listed

If you are a local Staveley area community group please see the Local Group Packages that are on offer.

# Resident Hire Main Hall

## Off Peak 4 hours

Available only for private, non-commercial users for up to 4 hours or part thereof.

Includes:

- Availability is within the hours of 9am and 8.30pm Monday to Thursday only
- 4 hours hire of the Speedwell Main Hall room only
- Supply and set up of Furniture required to a maximum of 15 tables and 200 chairs
- Facilities staff to clear and clean room after use
- Free Wi-fi
- Free Parking to the main car park when available
- Caretaker entry and exit
- Staff to remove pre-sorted bagged waste from site

If booked separately = £271.00

Booked as this package = £139.50

This package is aimed at residents who would like to get together as families, celebrations or activities where you are looking for a Monday to Thursday space, for dance and activities, celebrations and occasions.

This package can be added to via our add-on options at time of booking if there are additional requirements not listed.

If you are a local Staveley area community group please see the Local Group Packages that are on offer.

# Resident Hire Main Hall

## Off Peak 8 hours

Available only for private, non-commercial users for up to 4 hours or part thereof.

Includes:

- Availability is within the hours of 9am and 8.30pm Monday to Thursday only
- 8 hours hire of the Speedwell Main Hall room only or part thereof
- Supply and set up of Furniture required to a maximum of 15 tables and 200 chairs
- Facilities staff to clear and clean room after use
- Free Wi-fi
- Free Parking to the main car park when available
- Caretaker entry and exit
- Staff to remove pre-sorted bagged waste from site

If booked separately = £371.00

Booked as this package = £195.00

This package is aimed at residents who would like to get together as families, celebrations or activities where you are looking for a Monday to Thursday space and somewhere to make coffees and refreshments.

This package can be added to via our add-on options at time of booking if there are additional requirements not listed.

If you are a local Staveley area community group please see the Local Group Packages that are on offer.

# Local Community Group Hire Room 1

## Off Peak 2 Hours

Available only for local community groups providing activities and offers to the local community for up to 4 hours or part thereof.

### Includes:

- Availability is within the hours of 9am and 8.30pm Monday to Thursday only
- 2 hours hire of Room 1 (Room Only) or part thereof
- Supply only Furniture required to a maximum of 8 tables and 40 chairs
- Self set up of furniture
- Self Clear and clean of room
- Free Wi-fi and Free Parking to the main car park
- Caretaker entry and exit
- Local Group to remove waste from site

If booked separately = £63..26

Booked as this package = £18.55

This package is aimed at Local Groups who would like to get together for activities and offers for the local community, where you are looking for a Monday to Thursday space This package can be added to via our add-on services options at the time of booking if there are additional requirements not listed



# Local Community Group Hire Room 1

## Off Peak 4 Hours

Available only for local community groups providing activities and offers to the local community for up to 4 hours or part thereof.

### Includes:

- Availability is within the hours of 9am and 8.30pm Monday to Thursday only
- 4 hours hire of Room 1 (Room Only)
- Use of Standard Kitchen
- Supply and set up of Furniture required to a maximum of 8 tables and 40 chairs
- Free Wi-fi and Free Parking to the main car park
- Caretaker entry and exit
- Clear and clean of room after use
- Local Group to remove waste from site

If booked separately = £124.27

Booked as this package = £89.95

This package is aimed at Local Groups who would like to get together for activities and offers for the local community, where you are looking for a Monday to Thursday space and somewhere to make coffees and refreshments. This package can be added to via our add-on services options at the time of booking if there are additional requirements not listed

# Local Community Group Main Hall Hire

## Off Peak 8 Hours

Available only for local community groups providing activities and offers to the local community for up to 8 hours or part thereof.

### Includes:

- Availability is within the hours of 9am and 8.30pm Monday to Thursday only
- 8 hours hire of Main Hall hire or part thereof (Room Only)
- Supply of Bluetooth Speaker
- Free Wi-fi and Free Parking to the main car park
- Caretaker entry and exit
- Local group clear and clean of room
- Facilities staff to remove sorted and bagged waste from site

If booked separately = £235.04

Booked as this package = £176..28

This package is aimed at Local Groups who would like to get together for activities and offers for the local community, where you are looking for a Monday to Thursday space and somewhere to make coffees and refreshments. This package can be added to via our add-on services options at the time of booking if there are additional requirements not listed

# Local Community Group Main Hall Hire

## Peak 12 Hours

Available only for local community groups providing activities and offers to the local community for up to 12 hours or part thereof.

### Includes:

- Availability is within the hours of 9am and 8.30pm Friday to Sunday only over one date
- 12 hours hire of Main Hall hire or part thereof (Room Only)
- 12 hours of Room 1 hire or part thereof
- 12 hours of Room 2 hire or part thereof
- 12 hours of Standard Kitchen hire or part thereof
- Supply of Bluetooth Speaker
- Supply and set up of furniture to a maximum of 15 tables and 200 chairs within the Main Hall, 8 tables and 40 chairs in Room 1 and 2 tables in room 2 as required in a plan provided.
- Free Wi-fi and Free Parking to the main car park
- Caretaker entry and exit
- Facilities staff to clear and clean of room
- Facilities staff to remove sorted and bagged waste from site

If booked separately = £ 847.12

Booked as this package = £777.00

This package is aimed at Local Groups who would like to get together for activities and offers for the local community, where you are looking for a Monday to Thursday space and somewhere to make coffees and refreshments. This package can be added to via our add-on services options at the time of booking if there are additional requirements not

# Local Community Group Main Hall Hire

## Peak 12 Hours

Available only for local community groups providing activities and offers to the local community for up to 12 hours or part thereof.

### Includes:

- Availability is within the hours of 9am and 8.30pm Friday to Sunday only over one date
- 12 hours hire of Main Hall hire or part thereof (Room Only)
- 12 hours of Room 1 hire or part thereof
- 12 hours of Room 2 hire or part thereof
- 12 hours of Standard Kitchen hire or part thereof
- Supply of Bluetooth Speaker
- Supply and set up of furniture to a maximum of 15 tables and 200 chairs within the Main Hall, 8 tables and 40 chairs in Room 1 and 2 tables in room 2 as required in a plan provided.
- Free Wi-fi and Free Parking to the main car park
- Caretaker entry and exit
- Facilities staff to clear and clean of room
- Facilities staff to remove sorted and bagged waste from site

If booked separately = £1403.12

Booked as this package = £1296.75

This package is aimed at Local Groups who would like to get together for activities and offers for the local community, where you are looking for a Monday to Thursday space and somewhere to make coffees and refreshments. This package can be added to via our add-on services options at the time of booking if there are additional requirements not

# Add-on Amenities and Charges

| Add- on Amenities                                                                                                   | Fee(£) |
|---------------------------------------------------------------------------------------------------------------------|--------|
| <b>Supply only</b> of additional tables above standard quantity supplied in room( per table)                        | 3.00   |
| <b>Supply and set up</b> of additional chairs above standard supplied in room 1-50 additional chairs per booking    | 13.00  |
| <b>Supply and set up</b> of additional chairs above standard supplied in room 50-100 additional chairs per booking  | 26.00  |
| <b>Supply and set up</b> of additional chairs above standard supplied in room 100-200 additional chairs per booking | 52.00  |
| <b>Supply Only</b> and wash of tablecloths per tablecloth                                                           | 3.00   |
| <b>Supply only</b> of crockery includes 1x plate, 1 x cup, 1 x saucer per setting                                   | 3.00   |
| <b>Supply only</b> of cutlery includes 1 x knife, 1 x fork, 1 x spoon per setting                                   | 3.00   |
| <b>Supply only</b> of projector with usb cable and freestanding screen                                              | 15.00  |
| <b>Supply only</b> of extension lead/reel                                                                           | 8.00   |
| <b>Supply only</b> of Bluetooth Speaker (wifi code supplied)                                                        | 25.00  |
| <b>Wi-fi Use</b> - code provided free in room                                                                       | Free   |
| <b>Supply and set up</b> of Hot water urn / per urn                                                                 | 15.00  |
| <b>Supply only</b> , water and glasses & wash up per person                                                         | 1.00   |
| <b>Supply only</b> , Coffee, Tea and Biscuits includes milk and sugar per person                                    | 3.50   |
| <b>Provision, set up and removal</b> of large marquee to rear courtyard or grounds ( Hall only )                    | 150.00 |
| <b>Provision, set up and removal</b> of single gazebo to rear courtyard or grounds ( Hall only )                    | 75.00  |
| Car Parking at Speedwell site when available                                                                        | Free   |
| Car Parking at Staveley Hall site when available                                                                    | Free   |
| <b>Supply only</b> of Flip Chart stand only                                                                         | 15.00  |
| Booking to include bring own alcohol                                                                                | 52.00  |
| <b>Supply</b> Additional Consumables to Washroom                                                                    | 20.00  |



# Add-on Services and Charges

| Add-on Services                                                                                                   | Fee    |
|-------------------------------------------------------------------------------------------------------------------|--------|
| <b>Staff to attend</b> Entry or Exit after 8.30pm                                                                 | 26.00  |
| <b>Staff to attend</b> for additional visit other than entry and exit of Booking Times                            | 26.00  |
| <b>Staff to Set up</b> pre-booked Furniture to a received plan prior to Booking time period per hour              | 26.00  |
| <b>Staff to attend</b> for 3rd party provider arranged by hirer per hour per attendance                           | 26.00  |
| <b>Staff to remove</b> pre-sorted bagged waste off site after event per room per booking ( Waste sorted by Hirer) | 35.00  |
| <b>Staff to clean room</b> after Booking / per room                                                               | 26.00  |
| <b>Staff to clear grounds</b> ( Hall Package bookings only)                                                       | 104.00 |
| <b>Staff to assist</b> with preparation and decoration of room prior to event per hour                            | 26.00  |
| <b>Staff to wash</b> crockery per booking                                                                         | 26.00  |
| <b>Staff to wash</b> cutlery per booking                                                                          | 26.00  |
| <b>Staffed</b> Bar Provision only<br>( Drinks Not included )                                                      | 225.00 |
| <b>Staff</b> to deep clean rooms per booking                                                                      | 50.0   |
| <b>Facilities Staff</b> to apply Treatment to rooms to restore to use                                             | 24.00  |

## **Terms and Conditions of Hire**

### **Interpretation**

- Within the terms and conditions, the 'hirer' is the person who has created the booking
- The 'booking form' is the agreement of contract for provision of stated rooms, services and amenities as documented at a stated time period within the completion of the pro forma provided by Staveley Town Council whether electronically, via email or hard copy.
- The rate is the 'rate' applies to the charge agreed in email/ hard copy prior to the booking being confirmed
- 'Charge Back' relates to the amount that is due to be charged back due to the non-completion of agreed tasks by the hirer within the booking
- 'Clearing of the room' refers to a room being free from litter, debris and any items from the booking.
- 'Removal of waste bags from site' means that any waste created by the booking will be bagged and taken away from the Speedwell Rooms site by the hirer.
- 'Sorted Waste' refers to waste being sorted in to categories and bagged separately being general recyclable; general, glass, food waste
- 'Supply only' is the provision only of items by Staveley Town Council with no set up or positioning whatsoever and made available for the hirer to locate and site as required within the rooms booked.
- 'Set up' is the locating and positioning of all furniture as requested and documented on a plan provided by the hirer at least two weeks prior to the booking date as a minimum. Failure to supply a plan may result in the set up not taking place with the result being supply only of items.

### **Payment**

- Payment for the booking of room hire must be made to Staveley Town Council within 14 days of receiving an invoice, failure to do so will render the booking provisional and at risk of cancellation
- Charge back will be due and made on the payment card supplied by the hirer where agreed tasks to be performed by the hirer, prior to end of booking have not been completed and the necessity for staff time to complete and return room/s for use has been necessary. Such failures may result in the removal of booking availability for further dates.
- All listed prices advertised for room or space rental from Staveley Town Council is subject to VAT. The Hirer is liable for any payment of VAT or taxes which may arise from the booking under these conditions
- Staveley Town Council understands and will exercise its statutory right to interest and compensation for debt recovery costs under the late payment legislation if payment is not made according to these agreed terms.
- The rates listed are for the room only and where stated a standard number of chairs and tables. Where a room has no standard numbers of chairs and tables listed it is taken that none are provided as standard.
- The rates include the use of toilets, lighting, heating, electric and Wi-Fi use.
- Staveley Town Council shall not be held liable for a reduced or lost internet connection where this is due to external 3<sup>rd</sup> party providers.

- Where there is a dispute of provision this shall be raised within 7 days of use in writing to the Staveley Town Council Town Clerk. Where there is no receipt of dispute within the 7-day period it shall be taken that the hirer has accepted the hire was of a reasonable quality.
- The hirer shall not grant or sublet any rights to them under this agreement to a third party
- English law shall apply to any stage of this booking proceedings arising from this hire

### **Use of Rooms and Grounds**

The hirer shall

- NOT insert nails, tacks, pins or other objects into any part of the room
- KEEP doorways, passages, corridors and entrances and exits clear at all times.
- FAMILIARISE themselves with the building and inform all guests of the fire emergency procedures and the location of the fire exits and fire assembly point.
- NOT allow the number of guests to exceed the maximum number as stated on the booking form.
- HAVE a suitable arrangement in place so that when a disabled person attends, they can be assisted in evacuation of the building.

### **Claims**

- Staveley town Council shall not in any circumstances be responsible to the hirer or any other person for damage or the loss, theft or removal of any property brought by or left by any person in the rooms.
- Staveley Town Council shall not be liable for any losses incurred by the hirer if the hirer is affected due to force majeure
- The hirer shall indemnify Staveley Town Council against all actions proceeding claims and demands brought or made against Staveley Town Council in respect of loss, damage or injury by any person by reason of the use of the rooms by the hirer except in so far as it is proved that Staveley Town Council was negligent.
- The hirer shall provide Staveley Town Council with a current valid public liability insurance document
- The hirer where an event is envisaged to have two hundred people or more in the location at any one time, produce the necessary documents to satisfy the needs to comply with Martyn's Law in relation to evacuation and invacuation, and planning requirements.

### **Cancellation**

- Should the hirer wish to cancel the booking, provided they give notice to Staveley Town Council no later than two weeks before the hire, they shall not be liable for any payment.
- Cancellation in the two weeks prior to the hire, the charge will be 50% of the total price
- Should the hirer fail to give notice of cancellation, they will be liable to full payment
- The hirer shall not be entitled to any damages, compensations or other payments should the hiring be cancelled by Staveley Town Council, who reserve the right in their absolute discretion to cancel at any time

### **Parking**

- Parking on site is available but not guaranteed, when available it is free of charge including disabled parking,
- All vehicles parked at the Speedwell rooms are at owner's risk. Staveley Town Council will not be held liable for damage incurred.

# A guide to planning your booking

## **Q: Are you a Staveley Resident**

Staveley Residents have a special residents rate applied when booking any room at the Speedwell Rooms or Staveley Hall, make sure you state this at time of booking to receive the correct lower rate

## **Q: How many people do you envisage attending**

Ensure that you book a room that has ample space not only for your attendees but also the activity that you will be doing, capacities for rooms can be found within the room descriptions in this booklet

## **Q: Do you need time to set up the room before others arrive ?**

If you need time to set up or prepare the room prior to guests arriving ensure you book this time on to the front of your booking slot for the event. You can also hire a member of staff to help you in decoration or set up if you need this within the services on offer.

## **Q: Do you intend to clear and clean away any rubbish after the event and take it away with you?**

If not you will need to add this service to the booking so that our staff are on hand to do this for you when you have left

## **Q: Do you need tables or furniture setting up in a particular plan?**

If so you may need to book more furniture to be provided for you to set up yourself or within your group. Alternatively, you may wish to hire our staff to set up all furniture before you arrive so the room is ready. If so you will need to provide a plan for them to work from, blank templates of the room are available for you to draw your own layout either at reception, or sending an email to: **[info@staveleytowncouncil.gov.uk](mailto:info@staveleytowncouncil.gov.uk)**

## **Q: Do you want to have food and drink at your event**

Whilst we do not have any internal catering facilities you are welcome to arrange your own and have them deliver to you at your booking time.

We do carry an option to book a staffed bar at the Speedwell Rooms for larger events. This must be requested at the time of creating the booking, and is subject to availability.

# Room Only Rates Business & Commercial Hire

Prices are excluding V.A.T and are relating to one hour of use or part thereof.

Start time of the Booking is the time of first entry to the room

End time of the Booking is the time the room is vacated and handed back to Facilities Team.

| Business and Commercial Hire    |                                |                          |
|---------------------------------|--------------------------------|--------------------------|
| Room                            | Monday to Thursday<br>Off Peak | Friday to Sunday<br>Peak |
| Main Hall                       | £35.00                         | £56.25                   |
| Room 1                          | £20.00                         | £25.00                   |
| Room 2                          | £15.00                         | £20.00                   |
| Lounge                          | £18.75                         | £20.00                   |
| Standard Kitchen<br>Per Booking | £15.00                         | £15.00                   |
| Catering Kitchen<br>Per Booking | £62.50                         | £62.50                   |

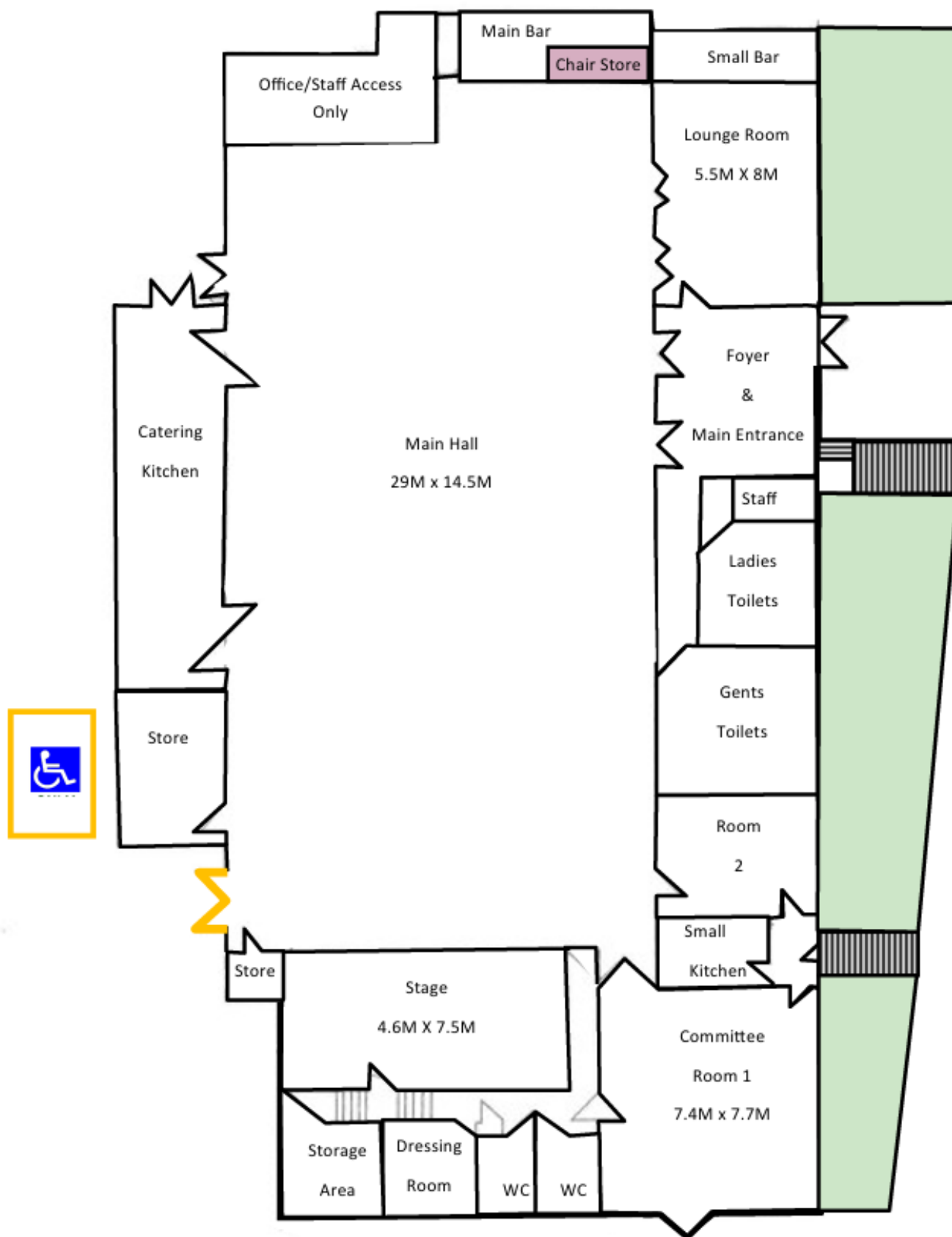
| Private Hire                    |                                |                          |
|---------------------------------|--------------------------------|--------------------------|
| Room                            | Monday to Thursday<br>Off Peak | Friday to Sunday<br>Peak |
| Main Hall                       | £31.25                         | £50.00                   |
| Room 1                          | £18.75                         | £20.00                   |
| Room 2                          | £10.00                         | £12.50                   |
| Lounge                          | £15.00                         | £18.75                   |
| Standard Kitchen<br>Per Booking | £12.50                         | £12.50                   |
| Catering Kitchen<br>Per Booking | £52.50                         | £52.50                   |



| Staveley Area Residents Hire (with Proof of Residency) |                                |                          |
|--------------------------------------------------------|--------------------------------|--------------------------|
| Room                                                   | Monday to Thursday<br>Off Peak | Friday to Sunday<br>Peak |
| Main Hall                                              | £25.00                         | £40.00                   |
| Room 1                                                 | £15.00                         | £16.00                   |
| Room 2                                                 | £8.00                          | £10.00                   |
| Lounge                                                 | £12.00                         | £15.00                   |
| Standard Kitchen<br>Per Booking                        | £10.00                         | £10.00                   |
| Catering Kitchen<br>Per Booking                        | £42.00                         | £42.00                   |

| Local Community Group Hire      |                                |                          |
|---------------------------------|--------------------------------|--------------------------|
| Room                            | Monday to Thursday<br>Off Peak | Friday to Sunday<br>Peak |
| Main Hall                       | £21.88                         | £35.00                   |
| Room 1                          | £13.13                         | £14.00                   |
| Room 2                          | £7.00                          | £8.75                    |
| Lounge                          | £10.50                         | £13.13                   |
| Standard Kitchen<br>Per Booking | £8.75                          | £8.75                    |
| Catering Kitchen<br>Per Booking | £36.75                         | £36.75                   |

# SPEEDWELL ROOMS FLOOR PLAN



Please use this plan for plotting layouts of furniture in your hired room/s then return it to [info@staveleytowncouncil.gov.uk](mailto:info@staveleytowncouncil.gov.uk)



Staveley Town Council



Staveley Town Council



[www.staveleytowncouncil.gov.uk](http://www.staveleytowncouncil.gov.uk)



**Contact:**

**Emails:** [info@staveleytowncouncil.gov.uk](mailto:info@staveleytowncouncil.gov.uk)

**Phone call:** 01246 473132

**Visits to rooms for viewing may be arranged by appointment only**